

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**May 21, 2008**

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<b>TITLE:</b>	MMIS Computer Systems Analyst
<b>POSITION NO:</b>	74031
<b>LOCATION:</b>	Director's Office, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$45,230 - \$56,538 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, June 5, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume required and may be submitted at any time up through time of interview. This position is a modified position. The department will request the position to become permanent during the 2009 Legislative Session.

**TYPICAL DUTIES:** This position works in conjunction with an existing position to manage the day-to-day operations of the fiscal agent for the Medicaid Management Information System (MMIS) and relevant subsystems. This position works and is responsible for the MMIS through a framework of contract management, project planning, execution, monitoring, and control. This involves managing project scope, schedule and budget by applying project management principles, methodologies and practices. This position has the joint responsibility of evaluating department needs, federal regulations, establishing system development plans, supervising and overseeing contract operations and activities, and providing quality assurances for phase and final products and services. The incumbent will oversee the operation of system security duties; grant system access and maintain the integrity of current system users; develop Advance Planning Documents (APDs), Requests for Proposals (RFPs), Information Technology Procurement Requests, and Invitations for bid; coordinate vendor solicitation, evaluation, and selection procedures; and administer claim and

contract reviews. In addition, this position must be knowledgeable of the overall Medicaid programs and federal changes to ensure the ongoing compliance of the system with state/federal regulations.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of information systems development; contract management; computer data management and data network systems; reimbursement methodologies for department programs; federal/state statutes, administrative rules, and state policies and procedures relative to the role; business and management principles involved in strategic planning, resource allocation, production methods, and coordination of resources; and concepts/practices/procedures for estimation of costs associated with a project.

Skills: Skill in effective oral and written communication; negotiation; utilizing analytical techniques; applying mathematics, economics, and principles of accounting; time management; appraising, examining, or scrutinizing processes, ideas, projects, or procedures; coordinating and facilitating internal and external work groups; and organizing, prioritizing, and accomplishing projects.

Abilities: Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to a problem; work independently and competently to interpret state and federal laws, rules, and regulations to specific programs or projects being worked on; build consensus within groups on controversial issues but also enforce standards when appropriate; establish and maintain effective working relationships with department staff, federal/state/local agencies, consumers, medical providers and recipients, contractors, legislators, and the media; and manage and complete multiple projects and priorities within highly constrained time limits and in highly stressful situations.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business administration, computer science, or information technology **AND** five years of professional experience managing complex projects or programs **OR** Master's degree in same fields as above **AND** three years experience (same as above). Other equivalent combinations of education and experience may be considered. Project Management Professional (PMP) certification is highly desired. Relevant professional experience in business management, computer applications, etc. may substitute for the formal education on a year-for-year basis. Preferred: knowledge of project management principles, methodologies, and practices as defined in the Project Management Body of Knowledge (PMBOK); experience with Microsoft Project and/or other project

management tools; Information System contract Management and/or Computer Systems Analyst experience; and professional experience with Medicaid.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. A resume is required and may be submitted at any time up until time of interview; and
5. Supplement question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or

to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: MMIS Computer Systems Analyst  
Position: #74031  
Location: Director's Office, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe how your education and employment experience qualifies you for this position. **Please limit your response to no more than two pages.**